



County of San Diego

GARY W. ERBECK
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH
FOOD AND HOUSING DIVISION
P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(619) 338-2222 FAX (619) 338-2377

RICHARD HAAS
ASSISTANT DIRECTOR

Dear Temporary Community Events Organizer:

These guidelines are intended to help event organizers through the process of applying for a Temporary Community Event Permit (TCEP). This permit is issued to the sponsoring organization after all the affected County Agencies are notified and have approved your proposal. There is no fee for a TCEP at this time.

DEFINITION

A TCEP is defined as a public event that occurs in the County of San Diego, which is sponsored by a bona fide "non-profit" organization or a governmental organization, and is planned for a time period of more than four (4) hours but less than four (4) days. Only one (1) TCEP may be issued to a sponsoring organization within a 90-day period. If your event falls under the definition of TCEs, answering the following questions will help guide you through the process of acquiring a TCEP.

PERMITS/APPLICATIONS

A letter permit is issued to the event organizer after all impacted governmental agencies have given their approval. The regulations for TCEPs allow all vendors, except those selling food, to participate in these events without additional permits. Food vendors must be inspected on site, to verify food safety issues, so they need to apply for a separate permit for each event. Permit fees are waived for all nonprofit operators or for these vendors that are donating their profits to the sponsoring nonprofit organization.

You may submit your application up to one year in advance of a scheduled event; however, it is recommended that all completed applications be submitted at least thirty (30) days prior to the event. If this event has been held before, we will send you a copy of the last application for updates only. It will **not** be necessary to complete the entire application package again, just mark the items that have changed.

Many of the TCEPs are issued by mail, so it is important to allow enough time for routing to the various agencies involved. Applications received less than 30 days from the event may be denied or may require "hand carrying" by the sponsor to each agency.

COUNTY COORDINATOR

The Department of Environmental Health (DEH) is the lead department and the coordinator may be reached at (619) 338-2363.

TCE PERMIT (TCEP) PRE-APPLICATION QUESTIONNAIRE

Please read and the following questions carefully as they will guide you to the correct application(s) required before issuance of a TCE permit.

1. Does your event fall under the definition of TCE?

YES ☐

NO ☐

If you checked YES, please fill out FORM A, TCE permit application.

If you checked NO, please contact the Sheriff's License Division at (858) 974-2025, to see which permits you will need.

2. Will your TCE require County road closures or usage?

YES ☐

NO ☐

If you checked YES, please fill out FORM B, Department of Public Works.

3. Will you be serving food or beverages at your TCE?

YES ☐

NO ☐

If you checked YES, please fill out FORM C, Department of Environmental Health, Temporary Food Facility Application for each vendor.

4. Is your event going to be held completely within the confines of COUNTY PARK? If so, please contact the Department of Parks & Recreation, (877) 565-3600.

5. PLEASE MAIL APPLICATION(S) A, B, AND C TO THE TCE COORDINATOR, DEPARTMENT OF ENVIRONMENTAL HEALTH, FOR IMMEDIATE PROCESSING.

The mailing address for the DEH, TCE Coordinator is P.O. Box 129261, San Diego, CA 92112-9261. If you have any questions or comments, please call (619) 338-2363.

GENERAL INSTRUCTIONS AND GUIDELINES FOR COMPLETING TEMPORARY COMMUNITY EVENT PERMIT (TCEP) APPLICATIONS

OVERVIEW

The organizer of an event must submit a completed application no less than thirty (30) days, or more than one (1) year, before the time of the proposed event. The event may also require several preliminary permits, licenses or certificates before the special event permit can be issued. Once the permit application is received, the County TCE coordinator will request the clearances required from any other agencies involved. Please be aware, there may be schedule conflicts for some agencies, but every effort will be made to honor the date and times requested.

CONSIDERATIONS:

The following items need to be addressed when planning your TCE:

TRAFFIC CONTROL: The Department of Public Works - Traffic Division (858) 874-4015 is available to assist you in planning your route when the event will necessitate closing roads or is a bicycle or marathon race.

Impacts: Impedance of emergency, fire, police, or paramedic vehicles. Conflict with public transportation such as buses, trolleys, and trains. Interference with people trying to reach hospitals, the airport, their own residences, businesses, places of worship, and public facilities.

Suggestions: Send notices to businesses, residences, churches, etc., two weeks before special events. Include day, time, place, and type of activity, as well as detour or alternate route information.

Required Action: Attach copies of notices that have been approved by San Diego Transit, San Diego Trolley, and others as appropriate. If your event impacts County lessees, attach of all who received advance notices and a copy of such notices to the TCEP application. Complete **Form B**.

FOOD FACILITIES: The Department of Environmental Health (DEH) - Food and Housing Division (619) 338-2222 is available to assist you in planning food handling, preparation, and distribution in the most responsible and legal manner.

Considerations: Health permits are required by DEH if any food or beverages are sold or given away during special events. The permit fees will vary according to the length and profit status of the event.

Required Action: Complete **Form C** for each food vendor.

TOILET FACILITIES: DEH recommends one (1) chemical toilet for every two hundred and fifty (250) people, based on the maximum number at the peak time.

NOISE ABATEMENT: The San Diego County Department of Planning and Land Use is responsible for regulating and controlling disturbing, excessive, or offensive noise and,

therefore, may require a noise abatement permit. In some cases, a public hearing may be required. For information contact (858) 694-2177.

FIRE DEPARTMENT: Your local Fire District must review and approve the following: plans for first aid and/or emergency medical services; route for emergency vehicle access; any parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the occupancy and spacing of table or enclosures; and the use of tents, air-supported structures, canopies, or any fabric shelters.

Action Required: Attach copies of the appropriate Fire Department permit(s) to your TCEP application. If part of your event takes place inside a county-owned or leased building, please attach complete floor plans for Fire Department review.

INSURANCE REQUIREMENT: The San Diego County Risk Manager at (858) 694-2789 will assist you in determining the amount of coverage necessary for your event. The County has a Master Insurance Policy that can be used only in the following situations:

1. Tenant/User - This is for individuals or groups that rent County owned facilities or have permission from County to use County owned property.
2. Nominee - This is for events that County actually sponsors.

Risk Management can assist you in placing your coverage in the Master Policy.

The requirements for insurance will not be imposed under the following conditions:

Risk Management and County Counsel have determined that the event or demonstration is an expressive activity protected by the first amendment of the U.S. Constitution.

Action Required: If you are seeking an exemption based on first amendment expression you need to 1) Submit a verified statement with your TCE application that you believe that the event's purpose is first amendment expression, and that you have determined that the cost of obtaining insurance is financially burdensome to an unreasonable extent - or that it has been impossible to obtain insurance and, 2) Provide the name and address of one insurance agent or other source for insurance coverage contacted to determine premium rates for coverage. Under certain circumstances, the County may still require that you indemnify and hold harmless "the County, its officers, employees and agents" from liability. (See Form D for more details.)

PARKS AND RECREATION: Most park areas cannot be reserved for the exclusive use of any one group, and access to the area by the general public must be available at all times. Vendors may not sell within the confines of a County Park without authorization from the Director of Parks and Recreation. **A permit and fee is required if the event will be held on County Park property.** Please call (877) 565-3600 for more information.

VENDORS: The TCE Ordinance does allow you exclusive control over and regulation of any vendors to be present in conjunction with your event if it takes place on County properties, roads or facilities.

Action Required: Provide a plan for regulating and controlling vendors with your TCE application.

SALES TAX: When applying for a seller's permit to sell food, beverages, souvenirs or other goods, be sure to show San Diego as the origin of sales. This will ensure that the County receives its share of these taxes.

REVIEW OF TCEP APPLICATION: The following is a list of County Departments that may be reviewing your permit application to determine the effect of your proposed plans on public health, safety and convenience. You may wish to contact these departments in your planning stages for information that may help you prepare the permit application. When you phone the departments ask for the "special event coordinator." If the number has changed, contact the TCEP coordinator at (619) 338-2222.

COUNTY AGENCIES TABLE:

DEPARTMENT	DIVISION	TYPES OF REVIEW	TELEPHONE
Animal Control	County-Wide	Licensing requirements of animals and to protect the public and animal population	(619) 767-2623
Environmental Health	Food and Housing, TCE Coordinator	Applicant assistance, screening, permit issuance and food handling procedures	(619) 338-2363
Planning and Land Use	Noise Abatement	Noise levels related to music, fireworks, loudspeakers, or any other sound impact	(858) 694-2177
Planning and Land Use	Building Division	Electrical, Building Code for temporary structures	(760) 940-2928
Human Resources	Risk Management	Requirement for public liability insurance, liquor liability, hold-harmless agreements, surety bonds, and indemnification agreements	(858) 694-2789
Parks and Recreation	County-Wide	Conditions for use and litter enforcement for County Parks	(858) 565-3600
Planning and Land Use	Zoning	Determine if property is compatible with zoning status	(858) 694-3497
Public Works	Traffic Engineer	Impact on street repair or construction, planning requirements for barricades and road signs	(858) 874-4015
Sheriff	Licensing	Business licenses, internal security, crowd control and nighttime lighting and other requirements to protect public safety	(858) 974-2822

CLEANUP PLAN: You will be required to attach to your TCE application a post-event cleanup and materials preservation plan. This is in lieu of a refundable cleanup fee and surety bond. Should you fail to perform adequate cleanup or should damage occur to County property and facilities, you will be billed for the actual County cost for cleanup and repair. Additionally, such failure may result in the denial of a future permit application or the requirement of a deposit of cash or a surety bond for future events.

PERMIT APPROVAL: Upon receipt of all agency approvals, a permit shall be issued unless the Department of Environmental Health makes any of the findings set forth in Section 16.109 of the San Diego County Code of Regulatory Ordinances, or determines that any of the following conditions will occur and that the event organizer is unable to mitigate the problems.

PERMIT DENIAL:

1. The conduct of the TCE will interrupt the safe and orderly movement of public transportation or other vehicular or pedestrian traffic in the event area.
2. The conduct of the TCE will require the diversion of so great a number of law enforcement personnel from their normal duties as to prevent reasonable law enforcement protection to the remainder of the County.
3. The concentration of persons, animals, or vehicles will unduly interfere with the movement of Sheriff, Highway Patrol, fire, ambulance and other emergency vehicles.
4. The applicant was unable or unwilling to conduct a special event, pursuant to the terms and conditions of any previously issued permit, and is unable to demonstrate to the TCE Coordinator that they are now able and willing to comply with the requirements of the terms and conditions that would be included in the permit.

If the DEH denies an application, the applicant shall be notified immediately in writing and by phone. Applicants may appeal denials pursuant to the provisions of the Uniform Licensing Procedures (Sections 16.109 et. seq.)

EVENT CANCELLATION: If your event is cancelled, please contact the County of San Diego's TCE Coordinator at (619) 338-2363 as soon as possible to avoid unnecessary expenses.

NON-COUNTY AGENCIES-TABLE: Permits or approvals may be needed from these agencies in addition to the County Agencies listed earlier

AGENCY	TYPE OF REVIEW	PHONE
California Highway Patrol	Traffic Enforcement - State Highways or thoroughfares East County North County Coastal San Diego Office	(619) 440-4303 (760) 757-1675 (619) 220-5492
CALTRANS (Ask for Permit Office)	Highway and Cal-Trans property access. Encroachment Permits	(619) 688-6843
Fire District Fire Prevention Bureau	Review plans for first aid and/or emergency medical services. Review routes or placement of barricades that might impede emergency vehicles. Fireworks, vehicle fuel, electrical wiring, cooking facilities and use of tent, canopy, air-support structure, or any fabric shelter.	Check local directory
San Diego Transit Corp. (Ask for Manager of Transportation)	Bus Schedules and Routes	(619) 238-0100
San Diego Trolley, Inc. (Ask for Director of Transportation)	Trolley Schedules and Routes	(619) 233-3004
AMTRAK	Train Schedules	(800) 872-7254
San Diego Unified Port District	Permit to use Port District property	(619) 686-6225
State Board of Equalization (Ask for Supervisor of Registration)	Seller's permit for the sale of food, beverages, souvenirs, etc.	(619) 525-4526
State of California Alcoholic Beverage Control (A.B.C.) Department (Ask for one-day permits)	Serving and/or sale of alcoholic beverages	(619) 525-4064

MAILING INSTRUCTIONS

TEMPORARY COMMUNITY EVENTS PERMIT (TCEP) APPLICATION

MAIL ALL COMPLETED PAPERWORK TO:*

TEMPORARY COMMUNITY EVENT PERMITS
DEPARTMENT OF ENVIRONMENT HEALTH
P.O. BOX 129261
SAN DIEGO, CA 92112-9261

or

DELIVER TO:
1255 IMPERIAL AVENUE, 3RD FLOOR
SAN DIEGO, CA 92101

*ALLOW A MINIMUM OF THIRTY (30) DAYS FOR PROCESSING

COUNTY OF SAN DIEGO
DEPARTMENT OF ENVIRONMENTAL HEALTH
P.O. BOX 129261
SAN DIEGO, CA 92112-9261
(619) 338-2222

TEMPORARY COMMUNITY EVENT PERMIT (TCEP) APPLICATION

I. APPLICANT

Event Name _____
Type of Event (Fair, Garden Show, 10K Run etc.) _____
Event Day(s) & Date(s) 1) _____ 2) _____ 3) _____ 4) _____
Event Location - Address & Assessor's Parcel # _____
Application: New [] Renewal of/or Change in a previous Application []

Sponsoring Organization's Name _____
Mailing Address _____
Non-Profit Status & No. _____
Org.. Phone: Day _____ Evening _____ Emergency _____

Attach a written communication from the organization(s) in whose name the event will be advertised which authorizes you, the contact person, to apply for this TCEP on it's behalf.

Event Contact/Representative _____
Mailing Address _____
C/R Phone: Day _____ Evening _____ Emergency _____

Insurance Co & Liability Amount _____
Expected Attendance: Per Day _____ Total _____ Staff/Volunteer Help _____
Number of Food Units with Event _____ Number of Toilets _____
Final Site Clean-up done by (date) _____
Will a tent be used? YES [] NO []

CANCELLATION OR REVOCATION NOTICE: If this event is canceled, notice must be given to the DEH TCEP Coordinator at (619) 338-2363. Otherwise, personnel and equipment may be needlessly dispatched.

II. EVENT PRINCIPALS:

On this sheet, please list names, addresses and telephone numbers of all the principals involved in any way in the proposed Temporary Community Event. Include professional event organizers, event promoters, financial underwriters, commercial sponsors, contractors, charitable agencies for who benefit the event is being produced, the organization or organizations in whose name the event is being advertised, and all others administratively, financially, and organizationally involved as principals in the production of the proposed special event. Make additional copies of this sheet as needed

Name: _____

Organization/Business/Agency/Affiliation: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone: _____ Other Phone: _____

Title and functional Responsibility with Regard to the Event: _____

Will this person have authority to cancel or greatly modify event plans? YES [] NO []

Will this person be present at the event area or areas and in charge of the Event at all times? YES [] NO []

Name: _____

Organization/Business/Agency/Affiliation: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone: _____ Other Phone: _____

Title and functional Responsibility with Regard to the Event: _____

Will this person have authority to cancel or greatly modify event plans? YES [] NO []

Will this person be present at the event area or areas and in charge of the Event at all times? YES [] NO []

III. REQUESTED EVENT COMPONENTS: (fill out A through F)

A. Requested day(s), dates(s) and time(s):

DAY NO.	DATE	FROM	AM	PM	TO:	AM	PM
DAY #1							
DAY #2							
DAY #3							
DAY #4							

B. Set up beginning day and date:

Time:

C. Set Up Location(s)

D. Dismantle by date and date:

Time:

E. Attach a copy or a draft of the entry form for participants/spectators.

F. Anticipated number of Participants: and Spectators:

IV. INSURANCE

(PLEASE NOTE) The Sponsoring Organization and any other Event Principals must maintain insurance for the duration of the event. To determine the amount of coverage necessary, please contact the County of San Diego's Risk Management Division. Please note that the insurance requirements depend upon the risk level of the event. Please attach to this application your plans about the insurance you intend to have for this event. Final documents must be approved by the County at least 10 working days prior to your event. If these documents are unavailable or inappropriate, your permit may not be issued.

Insurance Agency:

Agency Representative:

Address:

Agency Phone Number:

Agency FAX Number:

Insurance Carrier:

Policy Number:

Policy Limit:

Policy Type: Commercial General Liability

Liquor Liability

List all Other Public Entities impacted by the event:

V. SANITATION:

_____ Provide name of Waste Disposal Company contracted for cleanup effort.

_____ **Indicate who and how many will be responsible for cleaning up after animals both during and after the event.**

Describe the number, type and location of portable or permanent toilets for the event. Include any other plan you have for ensuring post-event cleanliness and material preservation of County facilities, equipment, premises and streets. (See Section C).

VI. LOCATION

Provide and attach a detailed location map for your event and check off items below that apply to your event. Indicate the site(s) for these items on the map(s) using the letter(s) below (i.e., A.B.C. etc.).

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A. If a route or street closure is involved, show the set up, staging area, start, route and route closures (indicate directions with arrows), finish area and the area for post-event festivities for each day of the event (see IX C). |
| <input type="checkbox"/> | B. If a route or street closure is involved, show the places for fire lanes or emergency vehicle access and suggested detours for vehicular traffic for each day of the event (see IX C). |
| <input type="checkbox"/> | C. If a relay is involved, indicate hand-off points. |
| <input type="checkbox"/> | D. Entertainment or stage locations - operators should provide you with to-scale drawings and calculations; also show location, direction and number of audio amplifiers. |
| <input type="checkbox"/> | E. Alcoholic beverage concession area. |
| <input type="checkbox"/> | F. Non-alcoholic concession areas. |
| <input type="checkbox"/> | G. Food concession areas. |
| <input type="checkbox"/> | H. General merchandise concession areas. |
| <input type="checkbox"/> | I. Portable toilets (indicate number): _____ Permanent Toilets: _____ |
| <input type="checkbox"/> | J. First aid facilities and ambulance locations. |
| <input type="checkbox"/> | K. Event participant and/or spectator parking areas. |
| <input type="checkbox"/> | L. Event organizers command post. |
| <input type="checkbox"/> | M. Fireworks or pyrotechnics site. |
| <input type="checkbox"/> | N. Vehicle fuel handling site and parked vehicle exhibits. |
| <input type="checkbox"/> | O. Cooking areas: are you using gas? YES <input type="checkbox"/> NO <input type="checkbox"/> Electricity? YES <input type="checkbox"/> NO <input type="checkbox"/>
Charcoal? YES <input type="checkbox"/> NO <input type="checkbox"/> Other: YES <input type="checkbox"/> NO <input type="checkbox"/> |
| <input type="checkbox"/> | P. Tables, enclosures, etc. |
| <input type="checkbox"/> | Q. Temporary or permanent structure such as air-supported scaffolding, booths, stages, platforms, reviewing stands, grandstands, or bleachers constructed for the event. |
| <input type="checkbox"/> | R. Site of electrical wiring to be installed for the event or type of generator being used. |
| <input type="checkbox"/> | S. Trash containers (indicate number): _____ Dumpsters: _____ |
| <input type="checkbox"/> | T. Other: Please describe: _____ |

VII. AVAILABILITY OF ENTERTAINMENT, BEVERAGES AND/OR FOOD

A. If there will be sound amplification or any other noise impact, please describe full, including the intended hours and/or days of testing and use. (See attachment DEH Noise Abatement)

B. Will Alcoholic Beverages be served? YES [] NO []

NOTE: Alcohol may not be served or sold without a valid Alcoholic Beverage Control (ABC) Permit.

C. If yes, describe what system will be used to ensure that alcoholic beverages will be consumed only by those persons 21 years or older.

D. If yes, describe how, where, when and by whom the alcoholic beverages will be served.

E. If your event will take place on County property, you will need a letter from the County to ABC giving conditional approval. Please complete the attached letter for our signature. ABC will require similar letter(s) from the owner(s) of any non-county property(ies) upon which alcoholic beverages will be served.

F. Please describe all of the activities of your event for which a license is required, i.e., cabaret license, a caterer's license, etc.

G. If a casino party, carnival, dance or live entertainment is part of your event, please describe. (See attachment Sheriff).

H. Is this a catered event? YES [] NO [] If yes, please provide name, address, telephone and license number of caterer.

I. Will pre-packaged or other food and/or non-alcoholic beverages be served?
YES [] NO [] Sold [] Served Free []

T. If yes, describe the types of foods. You will need to fill out a Dept. of Environmental Health (DEH) Special Event, Sponsor Permit. We recommend that you contact DEH for recommendations on safe food handling procedures. (See attachment)

K. If you intend to cook food in the event area, describe your area layout, including fuel or electrical source to be used. Please attach your plans for isolating (roping off) and protecting against accidents. Also attach you plans for safe food handling procedures.

L. If you intend to sell food, beverages, souvenirs, or other products, you will need a seller's permit from the State Board of Equalization. (See attachment)

VIII. SECURITY AND SAFETY PROCEDURES:

A. Describe your proposed procedures for set up, operation, internal security and crowd control. (See Attachment Sheriff)

Agency Name: _____

Mailing Address: _____

B. If the event is to occur at night, describe how you are going to light the event area in order to increase the safety of participants and spectators. (See attachment Sheriff)

C. If your event includes vehicles or animals, describe the minimum and maximum speeds of the event and the minimum and maximum intervals of space to be maintained between units. (See Attachment AC)

D. Is this a bicycle race? YES [] NO [] Sanction # _____ Sanctioning Organization:

NOTE: "Races are normally not allowed on a County maintained road"

E. Is this a bicycle tour? YES [] NO []

If yes, how will you advise cyclist to follow the "RULES OF THE ROAD" as defined by California Vehicle Code, Section 21202a, and is necessary since the ROADS CANNOT BE CLOSED. How will you enforce this requirement? How many monitors at intersections will you use? Will you use lead bicyclist as intersection monitors? (See IX C).

F. Will you use a staggered start? YES [] NO []

G. How many riders will be released in each group?

H. How much time will elapse between each group's start?

I. Will you be awarding prizes to participants? YES [] NO [] If Yes, for what:

NOTE: Prizes may **not** be awarded for first or fastest finishes for a bicycle tour.

J. What participant safety equipment will be required?

K. Give name, address and phone numbers of the agency or agencies that will provide first aid staff and equipment. Attach written plans for such services to this application. Include types of medical staff such as M.D.'s, R.N.'s, E.M.T.'s, etc.

Agency Name: _____

Mailing Address: _____

AGENCY CONTACT: _____ PHONE NO.: _____

Indicate emergency medical services to be provided for the event. To determine appropriate level of service, contact your local Fire Department or agency.

IX. ADDITIONAL AUTHORIZATION OR INSPECTION REQUIREMENTS:

- A. Will you be using electricity? YES [] NO []

If so, please attach your specific and detailed plans for all use of electricity: for example, will you be using a generator? If not, describe source of electricity you will be using. Explain how you will get electricity from power source to equipment using it. Attach the following: written authorization from any building or property owner allowing you to use their electrical resources during this event, specific plans for taping cords and providing other safety protections.

- B. Will you be using scaffolding, stages or other structures? YES [] NO []

If so, please attach your specific and detailed plans for all use of scaffolding: for example, what will the scaffolding be used for? If people will be on the scaffolding, describe how many, for what purpose and include a statement that explains their affiliation with your organization,. Also attach to-scale drawings and dimensions for the scaffolding or other structures used before, during, or after this event.

If you are using a stage, please describe the stage height and, if it is more than 30 inches high, attach detailed to-scale drawings and dimensions. A structural building permit may be required if you are building any permanent structures such as bleachers, scaffolding, a grandstand, reviewing stands, stages or platforms. (See attachment MUST).

- C. If your event involves County road closures and or usage, your organizations must complete a Department of Public Works, Special Permit with may allow you to receive a traffic control permit for controlling vehicular traffic for limited periods to allow orderly ingress and egress under certain conditions, if your traffic circulation plan is approved by DPW. County equipment, barricades and road signs may be borrowed on an as-available basis. **A deposit is required and you should plan to pick up and return this equipment.** (See Attachment DPW and DPW Special Permit)

- D. Attach a copy of your local fire department permit or letter of authorization to this application if you will use parade floats; an open flame, fireworks, or pyrotechnics; vehicle fuel; cooking facilities; enclosures (and tables within those enclosures); tents, air-supported structures, canopies, or any fabric shelters.

- E. If your event involves the use of State highways or thoroughfares, it may be necessary for you to contact the California Highway Patrol and to secure an encroachment permit from the State of California Department of Transportation (CalTrans). Attach a copy of your permit. (See attachment CalTrans, CHP)

X. MITIGATION OF THE IMPACT ON OTHERS:

Fully describe your plans to notify, two weeks in advance, affected businesses and citizens about the event including notices through local publications and other media, direct mail announcements, neighborhood postings or door-to-door notices. Such notices should reflect the types(s) of event(s) and activity(ies), as well as the day(s), date(s), time(s) and site(s) affected. Detours and alternate routes for transportation system should also be included.

Letters of support and cooperation from impacted businesses, churches, etc., should be attached to this application.

Additionally, you might notify all transportation suppliers in your local area about your plans. Submit all public notices, press releases, and any other information about route changes to these agencies for their pre-approval before printing or publishing.

XI. VENDORS OR CONCESSIONAIRES

A. Describe what vendors or concessionaires you will allow in conjunction with the event, and the purpose or purposes of these concessions.

B. Describe how you intend to regulate, monitor and control the type, number and quality of vendors/concessionaires whom you may permit to operate in conjunction with the event. Include floor plans for placement of booths, tables, etc., and plans for security; I.D. Bracelets, decals, badges, etc.

C. **The organizer of a temporary community event shall make available to the Sheriff's Licensing Office a list of all entertainers, vendors and solicitors participating in the event.** The event organizer may compile the list any time up to and including the day(s) of the event. The list will be provided to the Sheriff's Licensing Office **no later than seven (7) calendar days after the conclusion of the event.** The list shall contain the following information concerning the primary representative of each vendor or solicitor participating in the event.

1. Name, residence address and phone number:

2. Business name, address and phone number:

3. Driver's license number or DMV identification, if any and state:

a. The event organizer shall request each entertainer and the primary representative of each vendor and solicitor to produce a driver's license or DMV identification card in order to verify identification.

I the undersigned hereby apply for a TCEP under the provisions of the SAN DIEGO COUNTY CODE OF REGULATORY ORDINANCES relating to TEMPORARY COMMUNITY EVENTS, SECTION 1, Chapter 2.9, Division 1 of Title 2, and applicable state laws.

I hereby state that I am aware it is my responsibility to attempt to maintain order at said event, and will provide such personnel as may be required and approved by the Sheriff.

I certify under penalty of perjury that the information I have given is true and correct to the best of my knowledge and belief. I understand and agree to having all required notices unless otherwise specified, sent by U.S. Mail to the address given on this application. I have read and/or understand the sections of the San Diego County Code of Regulatory Ordinances pertaining to TCEP.

(Applicant's Signature)

(Date)

Non-Profit Sponsor: _____

DEPARTMENT TCEP REPRESENTATIVES

TITLE	NAME	ADDRESS	PHONE/FAX
DEPT. OF ENVIRONMENTAL HEALTH TCEP COORDINATOR	Robert Venter (8-5/M-F)	1255 Imperial Ave, 3 rd Floor San Diego, CA MS D-561	(619) 338-2222 FAX (619) 338-2377
DEPT. OF PLANNING AND LAND USE NOISE ABATEMENT	John Bennett (9-5/M-F)	5201 Ruffin Road San Diego, CA MS O-650	(858) 694-2177 FAX (858) 694-3434
SHERIFF - LICENSING	Blanca Pelowitz (8-5/M-Th; 9-5/F)	9621 Ridgehaven Ct. San Diego, CA MS O-41	(858) 974-2822 FAX (858) 974-2093
DEPT. OF PUBLIC WORKS	Robert Fuller (7-5/M-F)	5471 Kearny Villa Rd., #300 San Diego, CA MS O-338	(858) 874-4015 FAX (858) 874-4028
DEPT. OF ANIMAL CONTROL	Lt. Wright	Central Animal Shelter 5480 Gains St. San Diego, CA 92100 MS H-39	(619) 767-2623 FAX (619) 767-2706
DEPT. OF PLANNING & LAND USE ZONING COUNTER	Pat Laybourne (8-4/M-F)	5201 Ruffin Road - Zoning Counter San Diego, CA MS O-650	(858) 694--3497 FAX (858) 495-5550
DEPT. OF HUMAN RESOURCES RISK	Sharon Murphy	5555 Overland Ave. San Diego, CA 92123 Bldg. 6B Trailer - DHR E of Bldg. #1 MS O-76	(858) 694-2789 FAX (858) 694-2520
DEPT. OF PARKS & RECREATION	Reservations (8-5/M-F)	5201 Ruffin Road, Ste. P San Diego, CA MS O-29	(858) 565-3600 FAX (619) 295 4906
DEH/BUILDING INSPECTION	Bob Nagle (9-4/M-F)	338 Via Vera Cruz San Marcos, CA MS N-562	(760) 940-2928 FAX (760) 940-2925

STATE BOARD OF EQUALIZATION

NOTICE TO OPERATORS

ALL PERSONS SELLING TANGIBLE PERSONAL PROPERTY OF A KIND ORDINARILY SUBJECT TO TAX ARE REQUIRED TO HOLD A VALID SELLERS PERMIT AND PAY TO THE STATE BOARD OF EQUALIZATION SALES TAX ON ALL SALES OF NEW OR USED MERCHANDISE SOLD ON THESE PREMISES. FAILURE TO COMPLY WITH THIS REQUIREMENT IS A VIOLATION OF STATE LAW AND PUNISHABLE BY FINE AND/OR IMPRISONMENT.

Section 6073 of the California Sales and Use Tax Law provides that the Board may require the operator of a collector's show, fair, flea market or swap meet to require every seller to hold a valid California Seller's Permit. The law further provides that any operator who fails to do so is subject to a fine not exceeding \$1,000 for each offense.

Certain types of merchandise, such as fresh produce, dairy products and other food products sold for consumption off the premises are exempt from sales tax, and sellers are not required to hold a permit. If you have any questions about whether a permit is required, call your local Board office.

Occasional sellers are not required to hold a seller's permit. Generally, an "occasional seller" is a person who makes less than three sales for substantial amounts in a twelve-month period. "Occasional seller" includes persons who have cleared out their garages of used items accumulated for their own use, and sell only those items less than three times a year. However, people who sell regularly should be instructed to obtain a permit, and their names and addresses should be supplied to the local Board office. SELLERS WHO DO NOT HAVE PERMITS SHOULD BE REFUSED RENTAL SPACE FOR THE SALE OF TAXABLE MERCHANDISE UNTIL THEY OBTAIN A PERMIT.

If you have reason to doubt the validity of a seller's permit number, you should call your local Board office and request that the number be verified.

If you have any questions please contact your local Board of Equalization Office.

San Diego Office (800) 400-7115 or (619) 525-4526

TCEP FORM B

APPLICATION FOR DEPARTMENT OF PUBLIC WORKS
(USE THIS FORM ONLY IF YOU ARE REQUESTING STREET USAGE OR CLOSURE)

PLEASE MAIL THE ORIGINAL REQUEST (THIS FORM ONLY) DIRECTLY TO:

ROBERT FULLER, TEMPORARY COMMUNITY EVENTS
DEPARTMENT OF PUBLIC WORKS
5555 OVERLAND AVENUE, BLDG. 2
SAN DIEGO, CA 92123-1295

PLEASE INCLUDE A COPY OF YOUR REQUEST WITH YOUR TCEP APPLICATION PACKAGE TO THE DEPARTMENT OF ENVIRONMENTAL HEALTH.



County of San Diego

DEPARTMENT OF PUBLIC WORKS
TRAFFIC ENGINEERING SECTION

APPLICATION FOR SPECIAL EVENT PERMIT --

X

(Type of Event)

When completed mail application to:

County of San Diego
DPW/Traffic Engineering Section
Special Event Permits, Mail Stop 0338
5471 Kearny Villa Road, Suite #300
San Diego, CA 92123-1141

Telephone: (858) 874-4025

Fax Phone: (858) 874-4028
24 hr Voice Mail: (858) 874-4015

PART 1 Event Information

Permit #: **99-xx**

Event located in what area of the County (community name): **X**

Name of Event: **X**

Date of Event: **X**

Hours of Event: **xx:00 a.m. to xx:00 p.m.**

Location of Event (description): **X**

Thomas Bros. Maps Page and Grid # **X**

PART 2 Applicant Information

Organization's Name: **X**

Agent/Contact's Name: **X**

Phone # **(619) 555-5555** fax # **(619) 555-5555** other # **(619) 555-5555**

Mailing Address to send permit/correspondence to:

(Street/P.O. Box) **X**

(City) **X**

(State) **CA** (ZIP Code) **919xx**

Insurance Issued by: **X**

Phone # **(619) 555-5555** fax # **(619) 555-5555** other # **(619) 555-5555**

Insurance Policy # **X** Expiration Date: **X**

Event located in what agency's jurisdiction: **Agency Name**

Approved on (date):

Fire District: **x Fire Protection District**

CHP Office: **x Field Office**

Sheriff Office: **x Substation**

Other: **X**

Other: **X**

Other: **X**

PART 3 GENERAL CONDITIONS:

The Agent, Organization, participants, employees and/or designee(s) (hereinafter referred to as *Applicant*) for this *Special Event Permit* are subject to the following conditions:

- I. **APPLICABILITY OF PERMIT:** This permit valid only for the unincorporated areas of the County of San Diego. The permit does not cover areas under the jurisdiction of CALTRANS, incorporated Cities within the County or other agencies. *The Applicant is responsible for obtaining all other required permits from all other appropriate jurisdictions or agencies.*
- II. **INSURANCE AND HOLD HARMLESS:** The *Applicant* is required to maintain a minimum of one million dollars of liability insurance coverage during the entire time that the event is permitted for. The County of San Diego shall be listed as "Additional Insured" on the *Certificate of Insurance*. The *Applicant* agrees to defend and hold harmless the County of San Diego from any and all claims and liability arising from or during the provision of the *Special Event*.
- III. **TRAFFIC CONTROL AND USE OF COUNTY OWNED BARRICADES AND SIGNS:** Traffic control is to be provided at various locations, such as, narrow road segments, intersections, and starting or ending points. Only properly trained or certificated personnel (by a training program approved by the Commissioner of the California Highway Patrol) are to handle the traffic control responsibilities. Traffic controllers shall wear orange vests and utilize a "Stop/Slow" paddle. Advance warning signs shall be placed, well in advance of any personnel and the event, to alert oncoming vehicles of the supplemental traffic control and the event. Traffic controllers will avoid delays or back up of traffic onto primary County roadways such that grid-lock does not happen; waits of more than two minutes are excessive and will not be allowed, and; adjacent driveways to neighboring businesses and residences will not be blocked. The *Applicant* is required to use barricades for the *Special Event* and event materials such that emergency vehicles and personnel will be able to have unimpeded access to the area. There are a limited number of barricades and warning signs that may be borrowed from County Road Stations. The *Applicant* agrees to pickup, place, maintain and return barricades and signs to the nearest County Road Station. The *Applicant* will reimburse the County for any loss or damage to barricades or signs borrowed for the *Special Event*.
- IV. **NOTIFICATION:** The *Applicant* shall advise the residents in the vicinity of the proposed *Special Event* routes, by any media (newspaper, flier, mail, posting of signs, etc.) that they could experience some inconvenience or traffic delay during the event; and submit proof that this is complied with prior to permit issuance.
- V. **COMPLIANCE WITH APPLICABLE LAWS:** All permits are stipulated that The *Applicant* shall carry out the proposed *Special Event* in compliance with all laws; follow the *Rules of the Road* and regulations as defined in the California Vehicle Code, and; shall ride and/or stay on the far right-hand edge of the roadway, maintain a single file, and travel in the same direction as traffic except as allowed by approved permit. Any activity, which violates the law, shall be cause to revoke this permit and hold the permit null and void. Any law enforcement agency or other agency which participated in the review and approval of this permit has the authority to cancel and/or revoke the permit should it be determined that a violation has occurred which could affect the health and safety of the public.
- VI. **APPLICANT'S CERTIFICATION:** I (we) certify that this *Special Event* is not being held for the sole purpose of advertising any product, goods, wares, merchandise or an event designed purely for private profit. I (we) certify that the foregoing information in this application is correct and that I (we) will conduct the event in accordance with all applicable rules and regulations.

xx

June xx, 2001

Printed Name

Applicant's Signature

Date

*** area below for County use only ***

Reference: County Code of Regulatory Ordinances, Section 72.75, 72.249.5, 72.249.6



This SPECIAL EVENT PERMIT is approved.

DOUGLAS M. ISBELL, Road Commissioner

Permit # **00-xx**

BY: _____

Permit Issued: _____

Date

Reviewed By: _____

cc: California Highway Patrol, San Diego County Sheriff, Fire Protection District and Road Crew Supervisor

ROUTE DESCRIPTION SHEET

Permit#: **00-xx**

ROAD CLOSURE ALONG THE FOLLOWING EVENT ROUTE:

Road No.	Along (street/road)	Direction (E/W/N/S)	From (street/road)	To (street/road)
1.	X	X	X	X
2.				
3.				
4.				
5.				
6.				

ROADS CLOSED TO THROUGH TRAFFIC:

Road No.	Along (street/road)	Direction (E/W/N/S)	At (street/road)	Comments
7.	X	X	X	X
8.				
9.				

DETOUR ROUTES:

Road No.	Along (street/road)	Direction (E/W/N/S)	From (street/road)	To (street/road)
	DETOUR #1	X		
10.	X	X	X	X
11.				
12.				
	DETOUR #2	X		
13.	X	X	X	X
14.				
15.				

OTHER INFORMATION:

Approximate number of participants: **X** audience members: **X** event staff: _____
X _____
Traffic Control provided by: **XXXXX** _____

OTHER COMMENTS:

This is an annual event

X
X
X
X
X

TCEP FORM C

APPLICATION FOR

DEPARTMENT OF ENVIRONMENTAL HEALTH

COMMUNITY EVENT

TEMPORARY FOOD FACILITIES PERMIT



County of San Diego

GARY W. ERBECK
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(619) 338-2222 FAX (619) 338-2377
1-800-253-9933

RICHARD HAAS
ASSISTANT DIRECTOR

TEMPORARY FOOD FACILITY SPONSOR APPLICATION PACKET

In accordance with the Health and Safety Code, Section 114314, a Temporary Food Facility permit is required of the person or organization that is in control of a Community Event at which one or more Temporary Food Facilities operate.

Attached are instructions for event sponsors and for food vendors to follow in applying for a temporary food event occurring in San Diego County. The information should be read carefully and the forms must be completed before submitting them to the nearest Environmental Health office for processing.

Who must have a permit? Any person (or organization) intending to sell, give away or sample food to the public in conjunction with a community event (California Retail Food Facilities Law 113895). Examples of a community event include street fairs and festivals, musical and artistic presentations, sports events, ethnic celebrations, trade shows and product introductions involving food. This applies to **all** retail food and beverage, including: soft drinks, portable bars, beer gardens, etc.

Permit fees are required of all event sponsors and vendors (non-profits see attachment). There is a late submittal fee if the application is not received 14 days prior to the event (**non-profit organizations are not exempt from these penalties**).

Event sponsors are responsible to ensure the availability of support facilities for the food vendors, including access to a safe water supply, a 3-compartment sink with hot/cold running water, trash and wastewater disposal service, and restrooms. Vendors found operating without valid permits will be closed until the fees are paid to the event organizer. All vendors selling unpackaged foods must operate from an enclosed booth with a hand-washing station (see sample diagram in this packet). **Vendor applications will not be accepted for an event unless there is a Sponsor Permit on file.**

Please allow 30 days to process the applications for most events. The Event Sponsors are the key contact person for our department and are held responsible for vendor compliance with the applicable regulations.

Please let us know if there are any questions (619) 338-2363.

Thanks for your cooperation, and we hope you have a successful event.



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH

FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(619) 338-2222 FAX (619) 338-2377

338 Via Vera Cruz, Suite 201
San Marcos, CA 92069
(760) 471-0730
Hrs. 8am to 4pm M-F

200 E. Main, 6th Floor
El Cajon, CA 92020
(619) 441-4030
Hrs. 8am to 4pm M-F

1255 Imperial Ave. 3rd Floor
San Diego, CA 92101
(619) 338-2222
Hrs. 8am to 5pm M-F

EVENT ORGANIZER/SPONSOR RESPONSIBILITIES

1. Work closely with the Department of Environmental Health to assure a safe and successful event.
2. Be familiar with your vendor operations and temporary food event rules and guidelines.
3. Provide the Department (**must be submitted 30 days prior to the event**) with the following:
 - a. Completed Temporary Food Facility Organizer/Sponsor Application
 - b. Food Vendor List which should include:
 - 1) Booth name(s)
 - 2) Name, address, and phone number of person in charge of booth
 - 3) Food/menu items
 - c. SITE MAP which should include the location of:
 - 1) Each food booth
 - 2) Potable and non-potable water supply
 - 3) Waste water disposal
 - 4) Trash Dumpsters
 - 5) Refrigerated trucks (if any)
 - 6) Utensils washing sinks (three (3) compartment type)
 - 7) Restrooms within 200 feet of food booths
4. Provide all food booth vendors with a TEMPORARY FOOD FACILITY APPLICATION, stressing the need to return applications to this Department no later than 30 days prior to the event.
5. Permit application not received within 14 days of the event will be considered past due and a penalty fee will be assessed. Food vendors without valid permits will not be allowed to operate.

TEMPORARY FOOD FACILITY ORGANIZER/SPONSOR APPLICATION

1. Name of Event: _____ Date(s): _____
2. Location: _____
3. Time of Setup: _____ Hours of Operation: _____
4. Event Coordinator Name: _____ Phone: _____
Address: _____
5. Number of food booths expected to participate: _____
6. Have all food vendors been advised of the Health Dept requirements for participating in this event?
☐ Yes ☐ No _____ (initials)
7. Will there be a Certified Farmers Market associated with this event? ☐ Yes ☐ No
8. Will there be a planning meeting for food booth participants? ☐ Yes ☐ No
If yes, Date _____ Time _____ Location _____
9. Will electricity be provided for the food booths? ☐ Yes ☐ No
If yes, what is the source? Public Utility ☐ Generator(s) ☐
10. Will equipment/utensil washing facilities be provided for food booth operators? ☐ Yes ☐ No
If yes, where are they located? _____
If no, you must communicate the necessity for each vendor to provide equipment utensil washing facilities?
I understand. _____ (initials)
11. Are restroom facilities within 200 feet? ☐ Yes ☐ No
12. Drinking water source: ☐ Public Water Supply ☐ Approved Private/Well Water
13. How will waste water be disposed ☐ Public Sewer ☐ other _____
14. Describe garbage/trash disposal (including frequency of pick-up): _____
15. Will there be animal rides provided? ☐ Yes ☐ No. If so, they must be located at least 20 feet away from food booths or as otherwise directed by the department inspector.

Fee Schedule:	Make checks payable to: County of San Diego	Computation of Fees
<u>Prepackaged/nonperishable</u>	\$171 - per event (1-3 days) - single event	Fee _____
<u>Late registration Fee</u>	\$70 (less than 14 days prior to event)	Fee _____
Fees Amounts Valid until June 30, 2006	Total Amount Due	_____

Applicant/Sponsor Signature

(Date)

Dept Approval Signature

(Date)

Food Vendor List

Event: _____ Coordinator/Sponsor: _____ Ph #: _____

Date(s) of Event: _____ Location: _____

<i>NAME OF BOOTH</i>	<i>PERSON-IN-CHARGE</i> <i>Name – Tel.#</i> <i>Mailing Address</i>	<i>FOOD TYPE</i> <i>Pre-Packaged or Open Food Prep</i> <i>Major Menu Items</i>	<i>BUSINESS TYPE</i> <i>Non-Profit or Licensed Business</i> <i>Name of Permitted Est.</i>

(PLEASE MAKE ADDITIONAL COPIES AS NEEDED)



GARY ERBECK
DIRECTOR

County of San Diego

RICHARD HAAS
ASSISTANT DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(619) 338-2222 FAX (619) 338-2377

TEMPORARY FOOD FACILITY PERMIT INSTRUCTIONS TO FOOD VENDORS

BACKGROUND: The California Health and Safety Code, Sec. 113920 requires a Temporary Food Facility Permit of any person or organization that is providing food at a public event. Therefore, all food vendors, including existing restaurants, are required to apply for a temporary event permit. Temporary events are limited to no more than 25 days in a 90-day period.

NEW PERMITS

- Submit a completed "Temporary Food Facility Application". Please make checks payable to the 'County of San Diego'.
- Return in person or mail completed forms and fees to one of the Department of Environmental Health (DEH) Offices.
- Applications for Multi-Event Permits (Annual) must include a Commissary Agreement Letter and evidence of a Food Safety Certificate.

Upon approval of your application, the "Temporary Food Facility Permit" will be issued by the Environmental Health Specialist on the day of the event or issued through your Event Organizer/Sponsor.

EXISTING PERMIT HOLDERS

If you already have a valid " Temporary Food Facility Permit" issued by this department, please do the following:

- Provide the Event Sponsor with a photocopy of your permit.
- Post your permit in the booth when open for business.

NON-PROFIT CHARITABLE ORGANIZATIONS

- A permit fee is not required for certified non-profit organizations, but a late fee will be required if submitted less than 2 weeks before the event.
- Submit proof of nonprofit status: Federal IRS 501 (c)(3) is the standard letter.

MOBILE FOOD VENDORS

- Permitted mobile food vendors may participate in Temporary Events without additional permit.
- Make photocopy of current permit and return it to the event sponsor.



County of San Diego

GARY ERBECK
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH FOOD AND HOUSING DIVISION

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338 Via Vera Cruz, 2nd Floor
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(619) 441-4030

1255 Imperial Ave. 3rd Floor
San Diego, CA 92101
(619) 338-2222

APPLICATION FOR TEMPORARY FOOD FACILITY PERMIT

Owner/operator name (Please Print)

First	Middle	Last	Phone
-------	--------	------	-------

Mailing Address	Number	Street Name	City	Zip
-----------------	--------	-------------	------	-----

Name of Food Booth/Organization

Name & Location of Special Event Date of Event

Type of Booth:

100 % Prepackaged

☐

Unpackaged Foods

☐

Mobile Food Prep Vehicle

☐

Permitted Vehicle

☐

Fee Schedule: Make checks payable to: 'County of San Diego'		Computation of fees
<u>Nonperishable/prepackaged</u>	\$72 (1-3 days) – single event only	# of Booths
Multi-event/Yearly	\$198 – per year 1	Basic Fee
<u>Perishable/unpackaged</u>	\$135 (1-3 days) - single event only	Basic Fee
Multi-Event/Yearly	\$396 – per year	
Late Fee	\$70 (if less than 14 days prior to event)	Late Fee
Fees Amounts Valid until June 30, 2006		Total Amount Due

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

Signature Date

TEMPORARY FOOD FACILITY APPLICATION

ORGANIZATION: _____ Phone: _____

Address: _____

If non-profit, IRS Exempt Registration # _____. A copy of the 501(c)(3) letter is to be included with application form.

Person in charge of booth: _____ Phone: _____

EVENT: _____ Location: _____

Event Dates: _____ Hours: _____

Event Coordinator: _____ Phone: _____

MENU (List all food items, including toppings and beverages):

Food Item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

****HOME-PREPARED FOODS ARE NOT ALLOWED.** If your organization does not have its own kitchen facility, you must obtain permission to use a kitchen facility that has been approved by the local Department of Environmental Health or obtain prepared foods from an approved source. For non-profit/exempt businesses, non-perishable bakery items are exempted from this restriction.

KITCHEN FACILITY: Name of site used: _____

Address: _____ Phone: _____

Specific times and dates of use (include prep): _____

TO BE COMPLETED BY OPERATOR OFFERING USE OF KITCHEN FACILITY

I hereby allow _____ to use my kitchen facility for the preparation and storage of food, sanitation and equipment. The kitchen may be used on the following dates and times:

Signature of Kitchen Facility Operator

Phone

UTENSIL WASHING FACILITIES (NOT a hand washing stand)

Where will your food prep utensils be cleaned and sanitized?

TEMPERATURE CONTROL

How will you provide temperature control in the booth?

- a) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 45°F or below. Describe: _____
- b) Rapid reheating/cooking devices (i.e., oven, grill, microwave) must be capable of reheating food to 165°F within 60 minutes. Steam tables, heat lamps, and crock-pots are not designed as rapid reheating units. Describe: _____
- c) Hot-holding devices (i.e., steam table, heat lamp) must be capable of holding food above 135°F. Describe: _____
- d) How will you provide temperature control during transport to the event? Describe: _____

*Metal stem thermometers for checking internal food temperatures are required in all booths.

HAND WASHING FACILITIES – (NOT for utensil washing) This must be provided in each booth. An insulated container with a spigot, pump soap, paper towels and a container to catch splash and dirty water is recommended. Contact this office for alternate methods.

Describe: _____

How will you dispose of your GARBAGE? _____

Where will you get your POTABLE WATER? _____

How will you dispose of your WASTE WATER? _____

Where are the RESTROOMS located? _____

Describe booth: Floor: _____ *Floors must be smooth and cleanable (no carpet).

Roof: _____ Sides: _____ (*required for most booths)

Application must be returned at least 15 days prior to event. Once the application is approved, no changes can be without approval by the Department of Environment Health. Unauthorized changes may result in denial or revocation of your temporary food facility permit.

For safe food processing, a minimum of one person per booth must have a certificate of food safety training. Who are the persons that will be present? Food Handler Training Certificates (card) or Food Safety Certificate Holders present? _____

Failure to complete any portion of this application may result in denial of a permit and there will be no approval to operate.

(For Office Use)

Application approved: Yes ☐ No ☐

Comments: _____ Specialist: _____ Date: _____

FOOD VENDOR GUIDELINES

Community events include parades, street fairs, and festivals. It is the County's responsibility to regulate the food sold at these events because if this food is not prepared and handled in a sanitary manner, the public's health may be at risk.

These guidelines have been developed to protect the public health and to meet the requirements of state law. A health permit is required for all food operations at Community Events. In addition, a Food Handler Training or Food Safety Certificate is required of at least one person per booth where there is open/unpackaged food.

Please read the attached information carefully and answer all the questions on the application forms. If you have any questions, please call the Community Events Desk at the Central Office location listed below.

Permit fees are required of most event vendors; bonified non-profits do not pay a fee. The fees vary according to the permit type. There is a late submittal fee if the application is not received 14 days prior to the event. **Non-profit** booths are **not exempt** from this late penalty.

Where to Apply for your Health Permit:

Plan to submit applications 30 days prior to the event. Penalties will be assessed if submitted less than 14 days prior to the event. You may submit applications at any one of the following: San Diego County, Department of Environmental Health offices listed below:

North County Area Office

338 Via Vera Cruz, 2nd Floor
San Marcos, CA 92069
(760) 471-0730

East County Area Office

200 E. Main, 6th Floor
El Cajon, CA 92020
(619) 441-4030

Central Area Office

1255 Imperial Ave. 3rd Floor
San Diego, CA 92101
(619) 338-2222

Submittal hours for East County and North County offices: 8:00 a.m. - 12:00 noon & 1:00 - 3:30 p.m. Central office hours: 8:00 a.m. - 5:00 p.m.

QUESTIONS:

If you have any questions, call (619) 338-2379 or (619) 338-2363, or send an e-mail to fhduyeh@sdcounty.ca.gov

FOOD SAFETY GUIDELINES

Proper temperature control shall be provided for all potentially hazardous foods. These foods consist of milk products, eggs, meat, poultry, fish, or shellfish. It also includes such products as cream pies, custards, potato salads, cooked vegetables and meat salads (tuna, chicken, etc.). It is important that such foods be kept hot or cold.

You are required to provide an accurate probe thermometer to check food temperatures. COLD Foods shall be kept at or below 45°F and HOT foods at or above 140°F. Keeping foods at these temperatures will require special equipment such as refrigerators, coolers, steam tables, chafing dishes, etc.

FOOD PROTECTION ISSUES

- All food preparation and serving shall take place from inside an enclosed food booth, unless specifically approved by this division. An off-site facility permitted facility may be used for preparation.
- **Food items prepared or stored at home are prohibited, except for some non-perishable bakery items prepared by non-profit organizations.**
- Deep fat fryers, grills, etc. may require fire retardant screened areas according to the fire codes. Check with your local fire department for information. **Barbecuing is the only ‘outside’ cooking allowed.**
- Food preparation surfaces must be smooth, easy to clean, and non-absorbent (such as approved commercial cutting boards made of plastic or hard wood).
- Prepared food shall be shielded from customer contamination with sneeze guards or covers. No open food shall be displayed/exposed in the front area of booth.
- Hot food shall be discarded or donated to charity at the end of the day. Cold food can be used the next day if stored at 41°F or below. Otherwise, discard after 12 hours.
- All food, beverages and utensils must be protected from contamination. Store a minimum of 6” off floor.
- All toxic materials (cleaning items, chemicals) must be separated from food storage and preparation areas.
- **Contact fire and building departments** for other restrictions on types of cooking equipment allowed inside booth.

CONDIMENTS

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect the contents. Single service packets are recommended.



ICE to be used for drinks must be protected from contamination. Store ice up off the ground and away from contaminants. Ice used for refrigeration of **must not be used** for drinks.

BARBECUE

All barbecue units used to prepare food that will be served to the public **must be** part of an approved food booth. No barbecues are allowed to operate in conjunction with a pushcart. All barbecues **must** use fuels approved by the Fire Department. **Contact fire and building departments** for other restrictions. Safe customer distances must be maintained from all hot equipment.

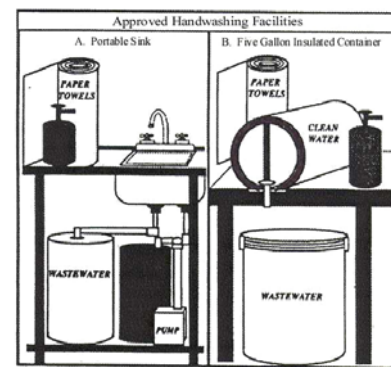
- Barbecues are allowed for cooking foods only. Any further processing (slicing, portioning, serving etc.) must be done from inside the booth enclosure.
- All barbecues **must** have a cleanable **cooking surface and cover**. Customer access to the cooking area must be restricted for safety reasons.

FOOD HANDLING

Safe food handling methods **must be followed at all times**. Avoid unnecessary direct handling of food, use utensils whenever possible. There must be a Food Handler certificate (card) holder present at all times. Annual permitted vendors are required to submit proof of a valid foodhandler certificate when applying for permit. **Eating is not allowed inside** a food preparation booth. Smoking is **prohibited** in food booths.

HAND WASHING FACILITIES

PROVIDE a minimum five (5) **gallon insulated water container** inside the food booth, with a dispensing valve (that will leave hands free for washing) and a **wastewater container** (equal size or larger). A **portable sink** with a wastewater container holding tank is **preferred**. Also provide a soap dispenser and paper towels for HAND WASHING. This type of hand-washing facility with warm running water shall be provided **in each food booth**.

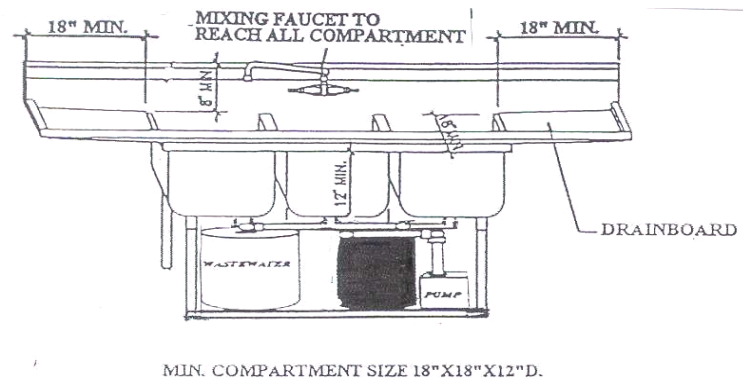


UTENSIL WASHING FACILITY

Booths that prepare food must have access to a stainless steel utensil sink with three compartments and integral drain boards for cleaning equipment, utensils, and for general cleaning purposes. *. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing water solution (i.e. 100 ppm chlorine). Other utensil cleaning methods may include the use of 3 clean buckets of the same solutions.

Alternates could be: a centralized approved 3-compartment sink within a health permitted establishment or booth within 200 feet of food booths, an approved mobile preparation unit (hot food truck) that is within 200 feet of food booths, or as otherwise approved by the Department of Environmental Health (DEH).

- Please limit to no more than four food booths per sink.



WATER SUPPLY AND WASTE DISPOSAL

- An approved toilet facility must be within 200 feet of the booth.
- The water supply to all sinks for food preparation and utensil washing must be from an approved, potable source provided under pressure via a mixing faucet. Each sink must have hot and cold running water.
- At least 20 gallons of clean potable water shall be available per food booth per day of operation. Potable water supply shall be protected with a backflow protection device.
- The liquid waste must drain to sewer or by means approved by DEH and the local utility department. No wastewater may be discharged to ground or storm drains.
- If waste tanks are used, tanks shall have a minimum capacity that is 50% greater than the potable water tank.
- There must be sufficient trash and garbage containers for each booth and for the public eating areas. The containers must be rodent and fly-proof and be kept clean.

BOOTH DESIGN

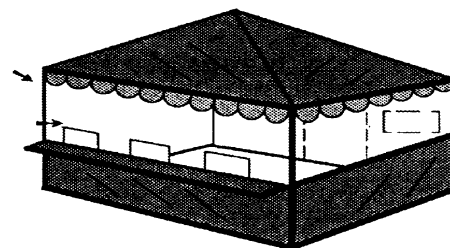
In booths **dispensing prepackaged foods and pre-mix sodas**, the floor must be cleanable (pavement is acceptable), with overhead protection (such as a canopy).

In booths where food is **prepared, assembled or processed**, booth must be entirely enclosed with four (4) complete sides, overhead protection [such as a canopy], and a cleanable floor (pavement is acceptable).

- Booths operating on grass or dirt **must use** plywood, tarp or similar material for floor surface.
- Doors and food service openings should **close tightly** to prevent insects and rodents from entering the food preparation area. Food service windows not to exceed 216 sq. inches and should be covered when not in use.
- Food operations that have adjoining B-B-Q (barbecue) units should have a pass through window or door at rear or side of booth.
- Please provide a legible sign **clearly visible to patrons** with name, address, and telephone number of the owner, operator, permittee or business. The name shall be in 3" letters (minimum) with strokes 3/8" wide. Address and telephone number shall be 1" minimum in height.

TYPICAL BOOTH DESIGN

- Clear PLASTIC or light colored screening on sides and 12"x18" food service openings.
- Construction materials, such as plywood, canvas, plastic, and fine mesh screening may be used if approved by DEH.





County of San Diego

CARLOS G. ARAUZ, IPMA-CP
DIRECTOR

DEPARTMENT OF HUMAN RESOURCES
5555 OVERLAND AVENUE, BUILDING 6B, SAN DIEGO, CALIFORNIA 92123

(858) 694-2786
FAX (858) 694-2520

Date

< >
< >
< >
< >

Dear

In order to process your event permit for the () scheduled (), the County of San Diego will require proof of insurance from the sponsoring organization, (), per attached schedule.

Please contact your agent or insurance company to secure these items and forward to:

County of San Diego FAX (858) 694-2520
Department of Human Resources
Attention: Insurance Coordinator
5555 Overland Avenue, Bldg. 6B, MS-076
San Diego, California 92123

Please call me at (858) 694-2789 if you have any questions or need my assistance.

Sincerely,

Sharon L. Murphy, Insurance Coordinator
Risk Management Division

Enclosure



County of San Diego

CARLOS G. ARAUZ, IPMA-CP
DIRECTOR

DEPARTMENT OF HUMAN RESOURCES
5555 OVERLAND AVENUE, BUILDING 6B, SAN DIEGO, CALIFORNIA 92123 (858) 694-2786
FAX (858) 694-2520

INSURANCE REQUIREMENTS FOR TEMPORARY COMMUNITY EVENT PERMIT APPLICATION

Sponsoring Organization and any other **Event Principals** will provide the following as proof of insurance from a generally recognized domestic insurance carrier for the duration of the event.

If **alcoholic beverages** will be served at the event, the proof of Liquor Liability is also required from the Sponsoring Organization holding the ABC permit.

INSURANCE REQUIREMENT FOR	
1.	Evidence of Commercial General Liability with a \$1,000,000 per occurrence limit of liability.
2.	A <u>separate</u> Additional Insurance endorsement - CG 20 12(11-85) – naming the County of San Diego, its agents, officers and employees as Additional Insured for both 1 and 2 above. (Example attached.)
Note: An insurance policy number must be indicated on the evidence of insurance and the additional insured endorsement.	

The insurance requirements depend upon the **risk level of the event** and are subject to approval by the Risk Management Department. If you have any questions regarding the proof of insurance and additional insured endorsement, please feel free to contact:

Sharon L. Murphy, Insurance Coordinator
County of San Diego, Risk Management Division
5555 Overland Avenue, Bldg. 6B, MS-076
San Diego, CA 92123
Phone: (858) 694-2789 FAX: (858) 694-2520



County of San Diego

CARLOS G. ARAUZ, IPMA-CP
DIRECTOR

DEPARTMENT OF HUMAN RESOURCES
5555 OVERLAND AVENUE, BUILDING 6B, SAN DIEGO, CALIFORNIA 92123

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If **alcoholic beverages** will be served at the event, the proof of Liquor Liability is also required from the Sponsoring Organization holding the ABC permit.

INSURANCE REQUIREMENT FOR
1. Evidence of Commercial General Liability with a \$1,000,000 per occurrence limit of liability.
2. Evidence of Liquor Liability Insurance with a \$1,000,000 per occurrence limit of liability. (Host Liquor Liability is not adequate when an Alcoholic Beverage permit is purchased.)
3. A <u>separate</u> Additional Insurance endorsement - CG 20 12(11-85) – naming the County of San Diego, its agents, officers and employees as Additional Insured for both 1, 2 and 3 above. (Example attached.)
Note: An insurance policy number must be indicated on the evidence of insurance and the additional insured endorsement.

The insurance requirements depend upon the **risk level of the event** and are subject to approval by the Risk Management Department. If you have any questions regarding the proof of insurance and additional insured endorsement, please feel free to contact:

Sharon L. Murphy, Insurance Coordinator
County of San Diego, Risk Management Division
5555 Overland Avenue, Bldg. 6B, MS-076
San Diego, CA 92123
Phone: (858) 694-2789 FAX: (858) 694-2520

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - STATE OR POLITICAL SUBDIVISIONS -- PERMITS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

STATE OR POLITICAL SUBDIVISION:

County of San Diego, its officers, agents & employees
c/o Insurance Coordinator
5555 Overland Avenue, Bldg. 6B, MS-076
San Diego, CA 92123

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED(Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insured does not apply to:
 - a. "Bodily injury," "property damage," "personal injury," or "advertising injury" arising out of operations performed for the state or municipality; or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

CG 20 12 11 85



SPECIAL EVENT WASTE MANAGEMENT PLAN

Special events generate a large amount of waste, and the County of San Diego is committed to minimizing the amount going into landfills. As required under AB 2176 special event organizers are required to meet with the County to develop a waste management plan for their events. This form will help you plan for and report on the success of your event. Please email completed plan to Michael.Wonsidler@sdcounty.ca.gov or fax to 858-874-4058. For questions or assistance, please call 858-874-4081.

Event Name	
Location	
Date(s)	Event Time
Estimated number of Attendees	Estimated number of Vendor Booths
Event Coordinator's Name	Phone
Address	

☐ Last Year's Waste and Recycling Amounts

Review last year's waste management receipts to determine how much was disposed and recycled at your event. ***Include donations and waste reduction quantities into the Amount Recycled category.**

Amount Disposed

Amount Recycled*

☐ Estimate This Year's Target Recycling Rate

Use previous year's waste and recycling figures to estimate this year's recycling rate. Consult with your waste management crew to estimate the quantity of recyclables that will be collected this year. Use the formula below to estimate your recycling rate:

$$\frac{\text{Amount Recycled}^*}{\text{Amount Recycled}^* + \text{Amount Disposed}} = \text{Recycling Rate}$$

For example: Hauler XYZ disposed 5,000 lbs. of trash during the event. The clean up crew reports that 1,500 lbs. was recycled as cardboard and beverage containers. 50 lbs. of t-shirts and 250 lbs. of food waste were donated to charities. Flyers were available on-line, therefore 200 lbs. of paper flyers were conserved. Therefore, the recycling rate was 29% (2,000 lbs. recycling / (5,000 lbs. trash + 2,000 lbs. recycling) = 29%).

Conversion Factors: 1 cubic yard of mixed trash = 168 lbs.
1 three cubic yard dumpster of mixed trash (the average dumpster size) = 505 lbs.
1 three cubic yard dumpster of mixed recyclables = 240 lbs.
**Call County Recycling for help with other conversion factors.

☐ Attach a site map of your event. Mark the location of trash and recycling collection sites and where larger dumpsters will be located.



Identify which materials you will have and how you plan to handle them.

<i>Material</i>	<i>How will the materials be handled?</i>		
	<i>Recycle</i>	<i>Donate</i>	<i>Trash</i>
Cardboard			
Paper (newspaper, flyers, magazines,			
Beverage Containers			
Food Waste			
Plastics (film, bags, wrap, etc.)			
Other (wood, t-shirts, canopy, manure, etc.):			



Provide a brief description of how you plan to implement waste reduction and recycling programs.

For example: Fifteen public disposal locations will include recycling and trash receptacles. Each station will collect beverage materials that will be collected by the local high school football team four times during the event. Recycling bins will be clearly marked “RECYCLE CANS AND BOTTLES HERE” and “NO TRASH.” The recyclables will be taken to a larger three cubic-yard dumpster located behind the restrooms. XYZ hauler will collect trash and recyclables.

Cardboard will be collected in a 3-yard cardboard recycling dumpster located behind the restrooms.

Vendors

will be requested to use less packaging for food and arts & crafts. Food vendors will be requested to use bulk condiment dispensers, sell beverages in cans and bottles (not disposable cups), and to not use Styrofoam containers.

Reusable cups, made from recycled plastic, will be distributed to event attendees for use at the event and to take home as a promotional item. Recycling locations will be marked on an event map and included in the event program, as well as provided to all vendors and information booths.

Flyers, posters, and map handouts will be printed on double-sided recycled content paper printed with soy-based inks. Information for vendors and public will be available on-line to conserve paper. Surplus food will be collected and donated to XYZ charity by the local high school football team on the last day of the event.

Waste Reduction and Recycling Program Description:



SPECIAL EVENT WASTE DIVERSION REPORT

This form will help you report on the success of your event. Please email completed report to Michael.Wonsidler@sdcounty.ca.gov or fax to 858-874-4058. For questions or assistance, please call 858-874-4081.

Event Name	
Location	
Date(s)	Event Time
Number of Attendees	Number of Vendor Booths
Event Coordinator's Name	Phone
Address	
Who collected your trash?	Who collected your recyclables?

☐ Identify which materials you had at your event and how you handled them.

<i>Material</i>	<i>How the materials were handled?</i>		
	<i>Recycle</i>	<i>Donate</i>	<i>Trash</i>
Cardboard			
Paper (newspaper, flyers, magazines, brochures)			
Beverage Containers			
Food Waste			
Plastics (film, bags, wrap, etc.)			
Other:			

☐ Provide a brief description of the waste reduction and recycling programs you implemented at your event:

☐ Recycling Rate

Using receipts from your hauler/recycler determine the event's recycling rate.

$$\frac{\text{Recycling Rate}}{\text{Amount Recycled}^*} = \frac{\text{Amount Recycled}^*}{\text{Amount Recycled}^* + \text{Amount Disposed}}$$

For example: Hauler XYZ disposed 5,000 lbs. of trash during the event. The clean up crew reports that 1,500 lbs. was recycled as cardboard and beverage containers. 50 lbs. of t-shirts and 250 lbs. of food waste were donated to charities. Flyers were available on-line, therefore 200 lbs. of paper flyers were conserved. Therefore, the recycling rate was 29% (2,000 lbs. recycling / (5,000 lbs. trash + 2,000 lbs. recycling) = 29%).

*Don't forget to factor in source reduction and donations, consider these "recycled" materials for reporting purposes. For example, if publicized your event online instead printing 200 lbs. of flyers and you donated 50 lbs. of surplus food after the event, add these amounts to the recycling total.

Conversion Factors: 1 cubic yard of mixed trash = 168 lbs.
1 three cubic yard dumpster of mixed trash (the average dumpster size)= 505 lbs.
1 three cubic yard dumpster of mixed recyclables= 240 lbs.
**Call County Recycling for help with other conversion factors.

 Attach a site map showing the locations of trash and recycling receptacles.

SAMPLE VENDOR LETTER

[Name of event/organizer] is counting on you to help make this year's **[event]** another huge success. You can do so not only by your generous sponsorship, but also by recycling the material you generate at your booth. Events at **[event site]** generate a large amount of waste, and the organizing committee is committed to minimizing the amount going into landfills. We ask that you support our efforts to be a Waste Wise event.

[List any specific waste management procedures, such as materials to be recycled, vendor responsibilities, etc.]

Please plan to separate and manage the following recyclables:

- Cardboard: flatten and stack
- Cans: flatten
- Mixed paper
- Plastic bottles: flatten

Place all recyclables in recycling dumpsters, as located on event map.

Please avoid the use of expanded polystyrene food containers (an example is clamshells). These containers are not recyclable; their use is strongly discouraged.

[Name(s)] at **[phone number]** will be your contact for booth set-up and on-site logistical needs.

After reviewing the waste management procedures above, please complete the On-Site Needs and Plan Form and return it to **[event coordinator]** by **[date]**.

On-Site Needs and Plan Form

Please return to **[event coordinator]** by **[date]**.

Vendor Company: _____

Contact Person: _____

Contact Phone: _____

Fax: _____ Email: _____

Please describe any items you plan to distribute at your booth:

Will your booth operations or items you give away generate any packaging/garbage (plastic wrappers, foil bottle caps, etc.)? Please describe so that we can be prepared:

What else do you plan to do/have at your booth? Describe anything else you plan to bring (prizewheels, inflatables, vehicles, etc.):

THANK YOU FOR YOUR HELP in making the **[event]** a great event. See you on **[date]**.

Unincorporated County of San Diego Special Event Contact List

For questions, call County Recycling at (858) 874-4081 or the County of San Diego's Recycling and Household Hazardous Waste Hotline 877-R-1-EARTH or 877-713-2784

Recycling and Waste Haulers

	Telephone
All American Disposal	(619) 445-8119
Allan Company	(858) 578-9300
Coast Waste Management, Inc.	(800) 596-7444
Daily Disposal	(619) 702-3300
Dependable Disposal (Burns & Sons)	(619) 460-3551
Dick's Disposal Service	(619) 425-1876
Dominion Disposal	(619) 275-0705
EDCO Disposal Corp. (Webco)	(619) 287-7555
EDCO Waste & Recycling (Mashburn/Escondido Disposal)	(760) 744-5615 (760) 744-2700
 Emerald Waste and Recovery	 (619) 448-7274
Express Waste	800-722-1033 (619) 427-0155
 Fallbrook Refuse (EDCO)	 (760) 728-6114
Federal Disposal Service (Shubin)	(714) 542-7701
Frank's Waste	(619) 469-1935
Jemco (Ramona Disposal)	(760) 789-0516
King Business Svcs (Debris Box)	(619) 284-9245
Pacific Waste Service	(619) 421-9400 (858) 637-5601
 Solag Disposal, Inc. (CR&R)	 (714) 826-9049
Pacific Waste	(619) 466-2324
Valley Environmental, Suburban Sanitation - Republic	(760) 355-0004 800-635-5925
 Tayman Industries, Inc	 (858) 453-8878
Ware Disposal	(858) 271-5893 (714) 834-0234
 Waste Management of North County	 1-800-596-7444
Waste Management El Cajon Hauling, USA Waste	(619) 596-5100
Urban Corps of San Diego	(619) 235-6884

Recycling Collection Assistance- may offer recycling assistance as a fundraiser

Boy Scouts of America San Diego Council	(619) 298-6121
Girl Scouts San Diego Council	(619) 298-8391
Urban Corps of San Diego	(619) 235-6884

Thrift Stores- Partial listing, for a comprehensive list, visit www.bargainlink.com/thrift-stores.htm

Goodwill Industries of San Diego County	(619) 225-2200
AM VETS	(619) 697-9796
RESCUE MISSION THRIFT	(619) 667-3926
ST. VINCENT DE PAUL THRIFT	619-465-5840
SALVATION ARMY	(619) 444-0850
RAMONA FOOD & CLOTHES CLOSET	(760) 789-4458

Food Donation

San Diego Food Bank	(858) 527-1419
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** Note: This list covers the entire unincorporated area, please call to determine service for your area.*